

DEPARTMENTAL POLICIES

POLICY # 303	SUBJECT: Educational Leave / Tuition Assistance
EFFECTIVE DATE: April 12, 1990	PAGE 1 of 3
REVISION DATE: January 14, 2009	
AUTHORIZED SIGNATURE:	

EDUCATIONAL LEAVE / TUITION ASSISTANCE

I. PURPOSE

- A. To provide a uniform educational leave and educational assistance policy that promotes professional growth and development for Department of Services for Children, Youth and Their Families (DSCYF) employees.
- B. To support employees increase their professional competencies and capacities while employed in State service.
- C. To permit an employee to pursue training which is not available through in-service training.
- D. To conform with Department policy on non-discrimination and Affirmative Action.

II. POLICY

To promote continuing education opportunities for the Department of Services for Children, Youth and Their Families employees through educational leave and/or tuition assistance.

III. PROCEDURES

A. Educational Leave

1. Division directors may allow employees leave without loss of pay for travel time, field placement, internships and / or classroom time.
2. Employees requesting leave without loss of pay shall complete an Application for Leave of Absence, and shall include verification that the educational facility offers the course only during normal work hours. The application should be submitted through the appropriate supervisory channels to the Division Director for approval. If the employee is also seeking tuition assistance, the Application for Leave of Absence should be forwarded along with the Application for Tuition Reimbursement.

The Application for Tuition Reimbursement (Attachment # 1) should than be sent to the DSCYF's Center for Professional Development for approval and record keeping.

B. Tuition Reimbursement

1. If funding is available for tuition assistance reimbursement, announcements shall occur at least once during each fiscal year in which tuition assistance will be available.

C. Eligibility Requirements for Tuition Reimbursement

1. Only permanent full-time and permanent part-time employees are eligible.
2. Course or program enrollment must be related to an approved field of employment within the Department. The course or program must provide knowledge or skills which are not available through in-service training.
3. Activities may include high school equivalency credits and undergraduate college/university and graduate-level courses in accredited schools, colleges and universities.

D. Tuition Reimbursement Assistance Application Procedures

1. Employees applying for tuition assistance must secure supporting information such as course title (subject matter), location, class session dates, course or class time period, registration fee and other related expenses.
2. All information must be entered on the Application for Tuition Reimbursement form and submitted through supervisory channels to the employee's Division director 60 days prior to the beginning of the educational program or as soon as possible after course registration.
3. Each Division director or his/her designee shall review and approve all applications for tuition reimbursement.
4. Approved applications for tuition reimbursement shall be forwarded to the Center for Professional Development which shall maintain a record of all job-related educational courses for which tuition reimbursements were granted.

E. Reimbursement

1. Tuition costs and related fees are reimbursable. Late fees, books, parking fees, and transportation expenses are not reimbursable.
2. Reimbursement will be made only after satisfactory completion of an approved course(s). Evidence of satisfactory completion and paid receipts must be submitted.
3. Because of limited funding, maximum reimbursement grants per semester shall not exceed 60% of allowable costs or \$385 (which ever is less).
4. Eligible employees will be allowed a maximum of two (2) tuition reimbursement grants per fiscal year (to the extent of funding availability).
5. If an employee fails to meet the performance standards of the college, university or educational institution or if the employee leaves the Department before completing the course, he or she will not receive the approved tuition reimbursement.

APPLICATION FOR TUITION REIMBURSEMENT

SUBMIT TO: Office of the Division Director, 1825 Faulkland Road, Wilmington, DE 19805

NAME: _____ **SS#:** _____

POSITION: _____ **DIVISION:** CMH DFS DMSS YRS

HOME ADDRESS: AND ZIP CODE: _____

WORK LOCATION: _____ **WORK PHONE:** _____

EMPLOYMENT STATUS: **FULL TIME:** _____ **PART TIME:** _____

RACE: WHITE _____ **BLACK:** _____ **HISPANIC:** _____ **NATIVE AMERICAN:** _____

ASIAN AMERICAN: _____ **OTHER:** _____ **GENDER:** **MALE:** _____ **FEMALE:** _____

COURSE(S): _____ **UNDERGRAD** ____ **GRAD** ____

SCHOOL: _____

ELIGIBLE FEES (EG. LAB): _____ **TUITION COSTS:** _____

COURSE (S) STARTING DATE: _____ **ENDING DATE:** _____

DAYS(S) AND TIME OF CLASS MEETINGS: _____

JUSTIFICATION:

FIRST FISCAL YEAR REQUEST _____ **SECOND FISCAL YEAR REQUEST** _____

EMPLOYEE: _____ **DATE**

SUPERVISOR: _____ **DATE**

DIVISION PROGRAM MANAGER: _____ **DATE**

DIVISION TRAINING COORDINATOR: _____ **DATE**

DIVISION DIRECTOR: _____ **DATE**

TRAINING ADMINISTRATOR (CPD): _____ **DATE**

DIVISION DIRECTOR (DMSS): _____ **DATE**

Copies: Employee, Fiscal, Division, Center for Professional Development, Human Resources